

Personnel - General

SELECTED RESERVE INCENTIVE PROGRAMS

Summary. This regulation provides Army National Guard policies, procedures, and implementation of Selected Reserve Incentive Programs. This regulation sets responsibilities, lists benefits, describes eligibility criteria and entitlement, sets suspension, termination, and recoupment requirements, and prescribes processing and payment procedures.

Applicability. This regulation applies to the Army National Guard when not in active Federal service.

Proponent and exception authority. The proponent of this regulation is the Chief, National Guard Bureau (CNGB). The Deputy Director for Manpower and Personnel has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this authority, in writing, to a subordinate division

chief within the proponent agency that holds the grade of colonel or the civilian equivalent.

Interim charges. Interim changes to this regulation are not official unless the Chief, National Guard Bureau authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from CNGB (NGB-ARH-P).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CNGB (NGB-ARH-P) 1411 Jefferson Davis Highway, Arlington, Virginia 22202-3231.

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Headquarters Department of the Army
Arlington, VA 22202-3231
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Chapter 1 - General

Introduction

1-1. Purpose

a. This regulation prescribes policies and procedures for the administration of the Army National Guard of the United States (ARNGUS) incentive programs.

(1) These programs include:

- (a) Non-Prior Service Enlistment bonus (EB)
- (b) Reenlistment/extension bonus (RB)
- (c) Affiliation bonus (AB)
- (d) Student Loan Repayment Program (SLRP)
- (e) Civilian Acquired Skills Program (CASP)
- (f) Prior Service Enlistment Bonus

b. For ease of reading and simplicity, the programs listed above shall be referred to as incentives.

1-2. References

Required and related publications and forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Policy

The Secretary of the Army and the Chief, National Guard Bureau (CNGB), have authorized the use of the incentives described in this regulation.

a. These incentives serve as extraordinary measures to assist the ARNGUS in meeting and sustaining manpower requirements.

b. Incentives also contribute to quality and skill-match objectives and to stabilize the ARNGUS through longer service commitment.

c. Incentives will be used to support high priority early deploying units and to fill critical skill shortages.

d. Unit selection for incentive coverage will be based on the Department of the Army Master Priority listing (DAMPL).

(1) The DAMPL has two features.

(a) It is an extract of ARNGUS and USAR units from the United States Forces Command (FORSCOM)

(b) It is a management tool for allocating resources to achieve readiness objectives.

(2) There are priority force packages in the DAMPL designed to fill the requirements for a wartime contingency.

(a) Units assigned to designated priority

(b) Unit mission changes may

necessitate changes in a unit's bonus eligibility for incentives.

(c) The affiliation bonus is potentially available to any unit and skill in the ARNGUS.

(d) Following FORSCOM coordination with the National Guard Bureau (NGB) Office of the Chief Army Reserve (OCAR), HQDA, Office of the Deputy Chief of Staff for Operations (ODCSOPS) approves the DAMPL for publication.

e. Incentives offered are according to current NGB Policy Guidance.

1-5. Responsibilities

a. CNGB will exercise responsibility for policy governing the various incentives. NGB-ARH:

(1) Develop detailed budget submissions.

(2) Develop and implement policy for the ARNGUS and recommend to HQDA, ODCSPER changes in program policies and procedures.

(3) Coordinate fiscal operations of the ARNGUS incentives programs within appropriation limits.

(4) Maintain current incentive eligibility status of units.

(5) Collect personnel data as required.

(6) Prepare reports as required.

(7) Provide input to ODCSOPS concerning units priorities.

(8) Exchange program related information with DFAS

(9) Develop and use appropriate advertising for the ARNG incentive programs.

(10) Evaluate the effectiveness of the incentive programs.

(12) Respond to inquiries from the States and other governmental agencies concerning the incentive programs.

(13) Participate in semi-annual review of the incentive programs.

b. The Adjutants General (State Incentive Manager) will--

(1) Implement the incentive programs within the State.

(2) Coordinate with units and the recruiting force on the proper implementation of the incentive programs.

(3) Maintain liaison with NGB, soldiers, units, recruiting and retention personnel, DFAS,

Military Pay Branch, SIDPERS, and any other agency that may be involved with incentive programs.

(4) Review bonus packets for eligibility, accuracy, and completeness.

(5) In accordance with State Policy, review the Bonus 1, State reports, or reports generated through [Current NGB Incentive Management Program](#) for verification of payment, suspension, or termination. Unit commander may delegate certification authority to the State Incentive Manager at the discretion of the MILPO

1-6. Retroactive proviso

This regulation updates certain provisions in effect for earlier fiscal year incentive programs. Soldiers who entered into agreements under those incentive programs will continue to participate according to their contractual agreements and this regulation where applicable. This regulation does not change the conditions of entitlement, eligibility criteria, or benefits of earlier incentive programs. Total incentive amounts and anniversary payment schedules specified in the original incentive agreements executed at the time of enlistment, reenlistment, extension, or affiliation are unchanged. Retroactive entitlement or reinstatement based on the revised or amended policy contained in this regulation is not authorized.

1-7. Personnel status for incentives

Incentives prescribed by this regulation may specify that an applicant be in a non-prior service (NPS), prior service (PS), current member, or in-service status. They may also mandate the completion of specified initial entry training (IET). To ensure compliance with public law and Department of Defense (DoD) directives the have been incorporated in this regulation, these terms have been defined in the glossary. This regulation takes precedence when definitions conflict with other directives.

1-8. Position vacancy requirements

a. Selected Reserve incentives will be offered in designated units and selected skills only when a valid position vacancy exists. Valid position vacancies are either current or projected from the unit's [organizational tables](#). These tables include:

(1) [Modification Table of Organization and Equipment \(MTOE\)](#)

(2) [Tables of Distribution and Allowances \(TDA\)](#)

b. Excess positions of the authorized or required strength, of the current unit MTOE are not valid positions for the incentive program.

c. A projected position vacancy may only be used in the current unit MTOE. Positions contained in Derivative UIC's are not considered a valid vacancy. A position vacancy is a valid position that will exist [when the soldier completes Initial Active Duty for Training \(IADT\)](#).

d. Soldiers serving under incentive or SLRP contracts may be attached to other units provided it is command-directed. The soldier must function in the MOS for which the incentive or SLRP was contracted. The soldier must remain the primary holder of the position in the parent unit and cannot be coded as excess.

1-9. Educational requirements

a. The Enlistment Bonus (EB) and the Student Loan Repayment Program (SLRP) incentives may be granted to soldiers who meet the educational eligibility criteria and who have the credentials of a secondary school graduate as defined in the glossary under educational levels.

b. Soldiers must be a secondary school graduate prior to entry on IADT. ([See AR 601-210](#)).

(1) Split-option participants must meet the educational eligibility criteria prior to entry on Phase II IADT. ([See AR 601-210](#)).

(2) Participants in the enlistment bonus, SLRP, or both programs, who do not meet the credentials of a secondary school graduate within the established time, will be terminated from the bonus and/or SLRP.

c. For the purpose of educational requirements for the enlistment bonus and the SLRP, the definition of a secondary school graduate is limited to the following:

(1) [High school diploma graduate \(HSDG\)](#). A diploma or certified copy of the transcript issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction. The diploma must be issued from the school where the individual completed all of the program requirements. The following are included in the high school diploma category:

(a) Is attending high school in the senior year, is entering the senior year, or has

achieved senior status and at the time of enlistment presents the documentation that is required to graduate. Required documentation is one of the following:

1. A certificate of graduation
2. An official school transcript
3. A statement of completion from an appropriate school official
4. A letter dated and signed by the principal, vice-principal or custodian of records that states the applicant is a high school graduate.
5. A statement from an appropriate school official that the applicant is expected to graduate.

(a) Is attending high school in the senior year, enlists for the Alternate (Split) Training Program and is scheduled to enter the first phase of IADT within 270 days of enlistment. The applicant must submit proof of graduation (see b (1)(a) 1 through 4 above) before entering on IADT.

(b) Is attending high school in the junior year, enlists for the Alternate (Split) Training Program and is scheduled to enter the first phase of IADT within 180 days of enlistment. The applicant must have received a high school diploma, or submit proof of graduation (see b (1)(a) 1 through 4 above), before entering the second phase of IADT. The bonus or SLRP addenda to the enlistment contract are void where the soldier enters the second phase of IADT without proof of graduation.

(c) Applicant has lost the original diploma issued by the high school and submits proof of graduation per b (1)(a) 1 through 4 above.

(2) *High school diploma graduate via adult education diploma (ADUL).* A secondary school diploma awarded on the basis of attending and completing an adult education or "external" diploma program, regardless of whether the diploma was issued by a the State or by a secondary or post secondary educational institution. Diploma must have been issued as a result of attendance and not issued solely on the basis of a test.

(3) *High school diploma graduate via semester hours, quarter hours, or clock hours (HSDC).* An individual who has attended an accredited post secondary institution and has successfully completed 15 semester hours, 22 quarter hours of college level credit, or 675 clock hours from a post secondary vocational-technical institution. Credit that is earned

through testing or for the pursuit of high school equivalency is not acceptable under this definition. Credit will be accepted from any institution that holds accreditation in the current Accredited Institutions of Post secondary Education book.

(a) Applicants completing high school or having college credit from foreign colleges or universities must have their documents evaluated and accredited by one of the following:

(1) A State Board of Education, a State University or recognized university or college listed in the Accredited Institutions of Postsecondary Education book published by the American Council on Education (ACE).

(2) Any organization that is a member of the National Association of Credential Evaluation Service (NACES)

(b) The following countries, territories and nations are exempt from the evaluation requirement and their education documents will be treated in the same manner as any U.S. school:

1. Federated States of Micronesia
2. Republic of Marshall Islands
3. Commonwealth of the Northern

Mariana Islands

4. Guam
5. American Samoa
6. Canada
7. Puerto Rico
8. Virgin Islands
9. Department of Defense

Dependent School System

10. Overseas American-Sponsored Elementary and Secondary Schools assisted by the U.S. Department of State.

(c) Evaluation of transcripts may require a fee to be paid by the applicant.

(4) *Test-Based Equivalency Diploma.* A diploma or certificate of General Education Development (GED) or other Test-Based High School Equivalency Diploma. This includes statewide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A State or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an Alternate High School credential.

(5) *Home Study Diploma.* A secondary school diploma or certificate, typically awarded by a State, based on certification by a parent or

guardian that an individual completed his or her secondary school education at home. This is considered an Alternate High School credential.

1-10. Personnel movement from USAR to ARNG

a. United States Army Reserve (USAR) soldiers who enlist in an ARNG unit upon inactivation, reorganization, or relocation of their USAR units, will be governed under the following--

(1) Soldiers who contracted for a bonus should be enlisted for positions coded for their current MOS, or one within allowable substitution rules, and bonus unit, if possible. Those who cannot may enlist in any unit and skill available (other than TDA units)

(2) Soldiers who accept enlistment into a MOS for which they are not qualified will have 24 months to become qualified in and awarded the MOS for their position or incentives will be terminated without recoupment.

(3) Soldiers who enlisted in the USAR with a \$20,000 SLRP contract will only receive payment up to the \$10,000 maximum authorized by the ARNG.

(4) USAR soldiers must provide an order or other documentation that shows unit inactivation, reorganization, or relocation.

b. USAR soldiers who voluntarily enlist for reasons other than those in paragraph 1-10a above will be governed by the following--

(1) Enlistment bonus/SLRP participants will retain eligibility provided the following criteria is met--

(a) Enlist in a unit and MOS identified by CNGB as bonus or SLRP eligible depending upon the program in which they are enrolled; and—

(b) Remain in the MOS in which they obtained bonus/SLRP eligibility

(c) Must be the primary holder of the position. (Can not be excess or over-strength).

(2) SLRP authorized \$10,000 maximum.

(3) Reenlistment/Extension and Affiliation Bonus participants must remain in the MOS in which they obtained bonus eligibility.

1-11. Personnel movement between ARNG units

a. Soldiers involuntarily transferred (due to unit inactivation, reorganization, or relocation) will be governed by the following--

(1) Those who contracted for a bonus should be transferred into positions coded for their current MOS, or one within allowable substitution rules, or another critical skill and bonus unit, if possible.

(2) Only if the above cannot be accomplished will a soldier be allowed to transfer into any unit or MOS vacancy (with the exception of TDA units.)

(3) Soldiers who are transferred into a MOS in which they are not qualified will have 24 months to become qualified in and awarded the MOS for their position or incentives will be terminated without recoupment.

(4) Soldiers who decline a command directed reassignment, will have their incentive entitlement(s) terminated with recoupment under the following circumstances:

(a) If the reassignment is within reasonable commuting distance, as defined by AR 135-91.

(b) If the soldier was already commuting beyond reasonable commuting distance and the command directed reassignment is within that distance.

(c) Transfer into the ING/IRR.

(5) Soldier can transfer up to 90 days after the effective date of unit inactivation, reorganization, or relocation to retain SRIP eligibility.

b. Soldiers enlisted prior to 1 October 1996, who voluntarily transfer within the State or Interstate transfer for reasons other than in paragraph 1-11a, will be governed by the following--

(1) If there are no critical skills authorized in their new unit, soldiers who contracted for a critical skill must remain in the same MOS to retain bonus eligibility.

(2) Soldiers who contracted for a bonus unit must transfer to another bonus unit to retain bonus eligibility.

(3) Soldiers who transfer out of a critical skill into another critical skill will retain their bonus eligibility but will be suspended from payments until they become qualified in and awarded the MOS for their position. They are allowed 24 months to become qualified or their bonus will be terminated with recoupment.

(4) Soldiers who transfer from a bonus MOS to a non-bonus MOS or a bonus unit into a non-bonus unit will have their entitlement terminated with recoupment.

(5) Continued participation in SLRP requires that the soldier remain in the MOS in

which he/she originally gained eligibility for SLRP and in a valid position.

c. Soldiers enlisted after 1 October 1996, who voluntarily transfer within the State or Interstate transfer for reasons other than in paragraph 1-11a, will be governed by the following--

(1) Soldiers who contracted for a bonus must transfer into the same MOS in order to retain their bonus or eligibility will be terminated with recoupment.

(2) Soldiers who transfer out of a unit and MOS identified for bonus into another unit and MOS identified for bonus will retain their bonus eligibility but will be suspended from payments until they become qualified in and awarded the MOS for their position. They are allowed 24 months to become qualified or their bonus will be terminated with recoupment.

(3) Continued participation in SLRP requires that the soldier remain in the MOS in which he/she originally gained eligibility for SLRP and in a valid position in an SLRP identified unit.

d. A soldier, who is transferred to a TDA unit for promotion in accordance with Chapter 11, NGR 600-200 will retain current bonus eligibility. However, the soldier will not be eligible to extend for an incentive.

1-12. Personnel gains from other services

Applicants for ARNG enlistment who are currently Selected Reserve members of other armed services will be counseled before enlistment processing that entitlement to an incentive authorized for Selected Reserve members of other armed services will be terminated upon enlistment in the ARNG and discharge from the current armed service.

1-13. Obligation

An enlisted soldier must enter into a contractual obligation to serve satisfactorily for the full term of service specified for an incentive program authorized by this regulation.

1-14. Required documents

a. Applicants for programs administered by this regulation are required to sign documents which specify the eligibility criteria and the term of service for the desired incentive. The document will contain an acknowledgment that the applicant has been advised of, and

understands, the benefits of the program and the conditions that can cause suspension, or termination and recoupment, if applicable.

These documents will be authenticated by a proper witnessing official and will include the preparation date.

b. Each incentive program in this regulation specifies the documents required for program eligibility.

c. All required addenda will be completed at the time of enlistment/reenlistment or extension. An addendum cannot be completed after the fact in order to gain eligibility for an incentive or the Student Loan Repayment Program.

d. Distribute documents and forms per the instructions contained on the forms or as otherwise specified in this regulation.

1-15. Processing instructions

a. Processing instructions for enlisted applicants are prescribed in this regulation.

b. The applicable incentive addendum must be completed and a copy made a permanent part of each enlistment, reenlistment, extension, or affiliation packet prior to distribution.

1-16. Incentive payments

a. Payment procedures and schedules are prescribed in this regulation. ARNG policy requires that the unit commander or other designated individuals will initiate the forms for payment immediately upon notice of the soldier's entitlement and submit them to the State Incentive Manager for processing to Military Pay Branch for payment.

b. The unit commander must ensure that soldiers are counseled when they enlist, reenlist, or extend that they will not receive payments immediately under this program. Payments will be processed through personnel and pay channels for payment upon verification of all required contractual documentation.

c. **All CASP, EB, RB, and AB incentive payments are taxable income**, subject to Federal and State withholding, per current Comptroller of the Army policy.

d. Taxes will not be withheld from SLRP and HPLR payments. The payment will be made directly to the financial institution. However, the full SLRP or HPLR payments are taxable income. Soldiers will receive a separate TD IRS Form W-2 at the end of the year from the Defense Finance and Accounting Service indicating the total amount paid to the institution.

1-17. Continued incentive entitlement

A soldier may be eligible for entitlement under the Montgomery GI Bill with continued entitlement to a SRIP incentive.

1-18. Suspension of SRIP incentives

a. Participants will be suspended from the incentive program and will not receive any payments while--

(1) Assigned to the ING per NGR 614-1.

(2) Participating in other Department of Defense (DoD) approved programs.

(3) Becomes a participant in the SMP/ROTC advanced course effective on the date of order to the course--

(4) Receives an ROTC scholarship effective on the college class start date.

b. Suspension under (1) will be for a maximum period of 3 years if a soldier is fulfilling a missionary obligation or up to 1 year for personal reasons. Non-availability in excess of the maximum period will be cause for termination from incentive entitlement and will result in recoupment of unearned amounts already paid.

c. The suspension provision in (a) above is not applicable to recipients of the affiliation bonus. These personnel may not extend their statutory military service obligations (MSO).

d. Participants will be suspended for not being qualified in and awarded the MOS for their position during a period of reclassification.

e. Except for suspension of favorable personnel actions based on failure to maintain body composition standards or Army Physical Fitness Test (APFT) failure, soldiers who have a suspension of favorable actions will not be processed for an initial or anniversary payment. Bonus payments will be processed effective the date the suspension is lifted, for soldiers who have continued eligibility.

1-19. Reinstatement of SRIP incentives

a. Reinstatement of an incentive and resumption of subsequent payments after a period of non-availability is not guaranteed. To be eligible for reinstatement a soldier must--

(1) Be assigned to an existing ARNG vacancy authorized for the soldier's grade and primary MOS in an authorized bonus unit and or critical skill.

(2) Extend the current enlistment, reenlistment or extension agreement within 30 days of returning to an active status in order to serve the full incentive contract period in the ARNG.

b. Soldiers who do not comply with the requirements in (a) above are subject to termination and recoupment.

c. Soldiers who comply with the requirements in (a) above will regain entitlement to payments on the adjusted anniversary date of their satisfactory creditable service.

1-20. Termination

a. A soldier's incentive eligibility and entitlement stop when any of the termination reasons listed within the applicable chapters of this regulation apply. Although the soldier's entitlement to the incentive is terminated, the soldier's responsibility to serve the current statutory or contractual obligation remains.

b. Once a soldier has been terminated, reinstatement of eligibility is not authorized.

c. The unit commander or an authorized unit representative will initiate termination procedures when a soldier is terminated from an incentive.

d. Repeat APFT failure or failure to meet body fat standard within a one-year period will result in the suspension of an incentive. Two consecutive APFT or body fat standard failures will result in the termination of an incentive.

1-21. Recoupment

a. The conditions under which recoupment is warranted and the computation for the amounts to be recouped are prescribed in the chapter for each incentive.

b. The Office of the Comptroller of the Army will issue specific collection procedures for the recoupment of incentive payments.

c. The Incentive Manager, upon approval by the MILPO, is responsible for initiation of recoupment procedures when a soldier is terminated from an incentive and recoupment is required.

d. Refunds made by a soldier under recoupment procedures will not affect the soldier's period of obligated service in the ARNG.

1-22. Reporting requirements

a. The proper directives will govern reporting requirements for the ARNG.

b. Soldiers participating in an incentive program governed by this regulation will be reported to NGB.

1-23. Claims requiring ABCMR determination

A request or claim involving the correction or amendment of dates or terms of service in enlistment, reenlistment, or extension agreements will be submitted on DD Form 149 (Application for Correction of Military Record), per AR 15-185, to the Army Board for Correction of Military Records (ABCMR). This board makes a determination as provided under law (10 USC 1552).

Chapter 2

Selected Reserve Incentive Program Non-Prior Service enlistment Bonus

2-1 General

a. Title 37, United States Code, section 308c, provides that an enlistment bonus may be given to an individual who enlists for a term of not less than 6 years, is a secondary school graduate, and has never previously served in an armed force.

b. This chapter establishes policy for the administration of the Enlistment Bonus. Enlistment for this incentive is authorized as prescribed by law.

2-2. Non-prior service enlistment bonus

a. The ARNG may offer the following bonuses as authorized by CNGB (NGB-ARZ-HRP-P) in NGB Policy Letters published semi-annually:

- (1) High Priority Unit CAT I-III B
- (2) High Priority Unit/Critical Skills CAT I-III B
- (3) Non-High Priority Unit/Critical Skill CAT I-III B

b. These bonuses are payable based on the following:

(1) The initial payment per contractual agreement at the time of enlistment will be paid when the soldier--

(a) Has met the educational requirements of a secondary school graduate as defined in the glossary.

(b) Has completed Initial Active Duty for Training (IADT).

(c) Is qualified for and has been awarded the MOS initially contracted for as their primary MOS.

(2) The remaining balance of the soldier's bonus will be paid on the schedule per the contractual agreement at the time of enlistment unless changed by law.

2-3. Eligibility

A cash bonus, as prescribed by paragraph 2-2, is offered, subject to conditions of entitlement in paragraph 2-4, to any person meeting all of the following requirements at the time of enlistment

a. Contracts for a term of service for 8 years, of which 6 years must be served in the ARNG. The soldier may serve the remaining portion of the MSO in the IRR or ING.

b. Meets eligibility criteria for enlistment as a Non-prior service (NPS) applicant prescribed by governing ARNG regulations. This does not include enlistment as a glossary Non-prior service (GNPS) (See glossary for further clarification of GNPS.).

c. Enlists for assignment to a position vacancy as established in paragraph 1-8a or 1-8b.

d. Meets the educational requirements of a secondary school graduate as defined in the glossary.

e. Meets the current unit and AFQT Category requirements per current NGB Policy Guidance.

f. Is not enlisting to qualify for a military technician (includes Temporary and Indefinite Technician positions unless the Temp position is for 179 days or less) or AGR position Title 10 or Title 32.

g. Completes an Army National Guard Enlistment Bonus Addendum (NGB Form 600-7-1-R-E) as part of the enlistment contract at the time of enlistment. A copy of the form is at the end of this regulation for local reproduction on 8 1/2 by 11 inch paper. List NGB Form 600-7-1-R-E as Annex E: on the DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States).

h. A soldier may contract for the enlistment bonus and SLRP at the time of enlistment. Soldier may be eligible for additional incentives in conjunction with the cash bonus. Statements of Understanding will be completed in accordance with current NGB Policy Guidance as required for any additional incentives offered at the time of enlistment. Copies of these Statements of Understanding are attached, at

the end of this regulation, for local reproduction on 8 1/2 by 11-inch paper.

2-4. Entitlement

a. An initial enlistment bonus payment will not be processed until a soldier has--

(1) Met the requirements of a secondary school graduate prior to the completion of Initial Active Duty for Training (GED requires State-issued certificate).

(2) Completed IADT.

(3) Qualified for and been awarded the contracted primary MOS.

b. Soldiers awaiting security clearances may be paid their initial payments prior to receipt of the clearance if a favorable ENTNAC has been received.

c. Subsequent payments will not be processed unless a soldier remains --

(1) MOS qualified in the contracted MOS and bonus unit. Cannot be in an over-strength position or coded as excess.

(2) A satisfactory participant

2-5. Processing enlistment bonus accessions

a. Enlistment bonus contracts are valid only with bonus control numbers, which will be --

(1) Issued from the State incentive office to MEPS counselors.

(2) Reported by State incentive managers to NGB on a monthly basis.

b. The State Incentive Manager will verify accession packets as prescribed by State policy for:

(1) Bonus control numbers.

(2) Accuracy of enlistment documents.

(a) Enlistment Contract (DD Form 4 series)

(b) Enlistment Bonus Agreement Addendum (NGB Form 600-7-1-R-E)

(c) Statement of Understanding(s) for additional incentives.

(3) Eligibility for Critical skill and/or unit bonus.

(4) Valid position vacancy at the time of completion if IADT.

(5) Required educational level.

c. State Incentive Manager will establish a Bonus Pay Account immediately after a soldier's enlistment.

2-6. Enlistment bonus payment, suspension, or termination procedures

a. Issue two copies of the Bonus 1 report to each unit monthly. Establish a suspense date for the return of the original document (Unit will retain copy).

b. The unit commander will certify the Bonus 1 report to verify eligibility for payment or cause for suspension or termination. See paragraph 1-5b(5).

c. Unit will submit original Bonus 1 report to the State Incentive Manager on a transmittal letter.

d. State Incentive Manager, in accordance with State policy, will verify one of the following--

(1) Continued eligibility for payment and correct due date.

(2) Proper suspension code and correct suspension date.

(3) Proper termination code and correct termination date.

e. State Incentive Manager will submit verification IAW State policy to the Military Pay Branch.

f. State Incentive Manager will ensure SIDPERS database is updated after a bonus transaction is processed.

2-7. Suspension and reinstatement

a. Soldiers who enter any of the conditions stated in paragraph 1-18 will be suspended from the enlistment bonus. Unit commanders or their representatives will notify the State Incentive Manager when a suspension condition occurs.

b. Reinstatement of an enlistment bonus is not guaranteed. If a soldier meets the requirements in paragraph 1-18 for continued eligibility, subsequent payments will be processed effective the date the suspension is lifted or on the adjusted anniversary date of satisfactory creditable service.

2-8. Termination without recoupment

Terminate entitlement and eligibility for the Enlistment Bonus effective the date one of the conditions below occurs--

a. Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment. If the soldier has served at least 6 months of the incentive contract following the date of bonus payment eligibility, termination will be without recoupment.

b. Accepts an AGR position on Title 10 or Title 32 effective to the date of entry on AGR status. Soldier must have served at least 6 months of the incentive contract following the date of bonus payment eligibility. **If the soldier has served at least six months of the incentive contract following the date of bonus payment eligibility, termination will be without recoupment.**

c. Becomes a participant in the SMP/ROTC advanced course effective on the date of order to the course.

d. Receives a ROTC scholarship effective on the college class start date.

e. Accepts a commission as an officer or an appointment as a warrant officer.

f. Does not become qualified in and awarded the MOS for his/her position within 24 months of transfer due to unit inactivation, reorganization, or relocation, effective the date of transfer.

2-9. Termination with recoupment

Terminate entitlement and eligibility for the Enlistment Bonus effective the date one of the conditions below occurs--

a. Becomes an unsatisfactory participant per AR 135-91, chapter 4, as follows:

(1) Accumulates nine unexcused absences within a 12-month period.

(2) Fails to attend or complete annual training without the approval of the commander.

b. Voluntarily transfers to a non-bonus unit and a non-critical skill. See paragraph 1-11b(4).

c. Fails to extend, within 30 days of return to active status, for the period served in the ING.

d. Exceeds the maximum period for assignment to the ING authorized in paragraph 1-18b.

e. Does not become qualified in and awarded the MOS for his/her position within 24 months after a voluntary transfer into another critical skill and bonus unit.

f. Separates from the ARNG for any reason, unless due to death, injury, illness, or other impairment not the result of own misconduct, effective on the date of separation.

g. Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment. Soldier has served less than six months of the incentive contract following the date of bonus payment eligibility; termination will be with recoupment.

h. Accepts an AGR position on Title 10 or Title 32 effective to the date of entry on AGR status. Soldier has served less than six months of the incentive contract following the date of bonus payment eligibility; termination will be with recoupment.

2-10. Settlement of accounts

Calculate enlistment bonus recoupment or balance due amounts as follows:

a. Multiply the number of months served satisfactorily during the term for which the incentive was authorized by the proportionate monthly dollar amount. (The proportionate monthly dollar amount will be determined by dividing the total authorized enlistment bonus amount by 72 months.)

b. Subtract that amount from the total bonus paid to the soldier to date (initial plus any later payments).

c. If the calculation indicates overpayment to the soldier, that amount will be recouped.

d. If the calculation indicates the soldier has earned more than has been paid to date on the same pro-rata basis, the difference will be paid to the soldier in a final installment.

e. The unit commander will issue the termination memorandum at Annex A and provide copies to--

(1) The soldier

(2) The State Incentive Manager (Attached to the Bonus 1 report). State reports may be used in lieu of the Bonus 1 Report.

f. The State Incentive Manager will provide copies to--

(1) Military Pay Branch

(2) The records custodian for inclusion in MPRJ.

Chapter 3 Selected Reserve Incentive Program- Reenlistment/Extension Bonus

3-1. General

Title 37, United States Code, section 308b, provides that an enlisted member of the Selected Reserve who has completed less than 14 years of total military service and who voluntarily re-enlists or extends in a designated skill or unit for three years may be paid a bonus upon their currently scheduled Expiration Term of Service (ETS). Reenlistment or extension for this incentive is in accordance with the Law.

3-2. Reenlistment or extension bonus

Soldiers who immediately reenlist or extend within 3 months before, or 24 hours after, ETS and **have less than 14 years** of total military service at current ETS, are eligible for:

- a. A bonus of \$2,500 for a three-year reenlistment or extension.
- b. A bonus of \$2,000 for a second three-year reenlistment or extension upon completion of an initial three-year reenlistment/extension bonus contract. The **two three-year** bonus contracts must be consecutive and the soldier must have **less than 14 years** total military service. A soldier who had a six-year reenlistment/extension bonus and has less than 14 years total service is not eligible for a three-year bonus. A soldier who had a three-year reenlistment/extension bonus and has less than 14 years total service is not eligible for the six-year bonus. **If the soldier had a period of non-availability, i.e. ING, after the contractual beginning date during the first three-year reenlistment/extension bonus, they are not eligible to receive the second three-year reenlistment/extension bonus. Reference para 1-19 for reinstatement of the first three-year reenlistment/extension bonus eligibility.**
- c. A bonus of \$5,000 for a six-year reenlistment or extension in a high priority unit as identified by NGB **if authorized by current NGB Guidance Policy.**

3-3. Eligibility

An immediate reenlistment or extension bonus as described in paragraph 3-2 may be awarded to an ARNG soldier who--

- a. Has completed at least 3 years service and has **less than 14 years** of total military service creditable for pay.
- b. Is within 3 months of, or 24 hours after, ETS of the current ARNG enlistment, reenlistment, or extension contract. A soldier who is participating in a Presidential Selected Reserve Call-up (PSRC) and whose ETS will occur during the PSRC may extend outside the 3-month window for the incentive.
- c. Meets the eligibility criteria in NGR 600-200, chapter 7, for immediate reenlistment or extension of enlistment.
- d. Is qualified in and awarded the MOS for his/her position in a valid MTOE position in a bonus unit at the time the reenlistment or extension takes effect (the date of the oath of enlistment for an immediate reenlistment; the

first day of the extended period of service for an extension). Soldiers not MOSQ due to a reorganization, inactivation, or relocation within the past 12 months may be re-enlisted/extended for bonus. **If a soldier is awarded an extension bonus based on this qualification, their initial bonus payment will not be made until they are MOS qualified.** They must be MOSQ and awarded the MOS as their primary MOS within 24 months of assignment to the new MOS position or the bonus will be terminated.

- e. Is not re-enlisting or extending for a military technician position (includes temporary technician over 179 days and indefinite technician).
- f. Is not re-enlisting or extending for an AGR Title 10 or Title 32 position.
- g. Has been a satisfactory participant in the Selected Reserve for the 3 months preceding the reenlistment/ extension.
- h. Completes a Reenlistment or Extension Bonus Addendum (NGB Form 600-7-3-R-E) at the time of reenlistment or extension. A copy of this form is at the end of this regulation for reproduction on 8 1/2 by 11 inch paper. List NGB Form 600-7-3-R-E as Annex R on the DD Form 4 for an immediate reenlistment or as Annex R on the DA Form 4836 for an extension.

3-4. Computation of service years

Compute the total years of service as of the current ETS for bonus eligibility. Subtract the PEBD from the current ETS date. For the purpose of establishing reenlistment or extension bonus eligibility only, deduct from the total years of service a period of non-availability for Missionary Obligation (up to three years) or Inactive National Guard for other reasons (one year or less) (NGR 614-1). IRR one year or less for overseas employment or residency. Standby Reserve up to three years for a Missionary obligation. AR 135-91, Chapter 5, Section III. If the time spent in the ING or IRR exceeds the maximum allowed time no deduction is authorized.

3-5. Entitlement

- a. Entitlement to a bonus for an immediate reenlistment begins on the date of the oath of enlistment; the extension bonus on the first day of the extended period of service.
- b. **The unit commander must ensure that soldiers are counseled when they enlist, reenlist,**

or extend that they will not receive payments immediately under this program. Payments will be processed through personnel and pay channels for payment upon verification of all required contractual documentation.

(1) A three-year reenlistment/extension entitles a soldier to a total bonus of \$2,500. Initial payment of \$1,250 processed on the day of immediate reenlistment or the first day of the contractual extended period of service. A subsequent payment of \$1,250 on the anniversary date of the 3rd year of service (ETS).

(2) The second three-year reenlistment/extension bonus entitles a soldier to \$2,000 with an initial \$1,000 payment processed on the day of immediate reenlistment or the first day of the extended period of service and a subsequent payment of \$1,000 on the anniversary date of the 3rd year of service.

c. The six-year reenlistment/extension bonus entitles a soldier to \$5,000 with an initial \$2,000 payment processed on the day of immediate reenlistment or the first day of the extended period of service and a subsequent payment of \$3,000 on the anniversary date of the 4th year of service.

d. Soldiers must remain qualified in and awarded as primary the MOS for their position in a bonus unit for continued entitlement.

3-6. Processing reenlistment/extension bonus accessions

a. Reenlistment or extension bonus contracts are not valid without a bonus control number. Bonus control numbers will be--

(1) Issued from the State incentive office to the retention NCO.

(2) Reported by State incentive managers to NGB on a monthly basis.

b. The State Incentive Manager will verify the reenlistment/extension as prescribed by State policy for:

(1) Bonus control numbers.

(2) Accuracy of reenlistment or extension documents:

(a) Enlistment/Reenlistment Document Armed Forces of the United States - DD Form 4

(b) Oath of Extension of Enlistment or Reenlistment - DA Form 4836

(c) Reenlistment or Extension Bonus Addendum NGB Form 600-7-3-R-E.

(3) Bonus unit eligibility

(4) Valid position vacancy

(5) Authorized term of service (three or six years).

(6) No "U" on DA Form 1379 in the three months immediately prior to contract date **(for bonus eligibility)**.

(7) Not a current military technician or on AGR status.

(8) Signatures on contractual documents are within three months before or 24 hours after current discharge or ETS.

c. The State Incentive Manager will, IAW State policy, establish and verify SIDPERS data for accuracy.

3-7. Reenlistment/extension bonus payment procedures

Establish a bonus pay account by initiating a B03 transaction in coordination with military pay branch.

After seven days, query DFAS account to ensure accuracy of pay account. After a soldier has been loaded as a bonus participant, DFAS will pay the soldier per the following--

a. The State Incentive Manager will issue two copies of the Bonus-1 Report or State Reports as prescribed by State policy to each unit monthly and establish a suspense date for the return of the appropriate document.

b. Unit commanders must certify eligibility for payment. Commanders may delegate authority to certify to the State Incentive manager at the discretion of the MILPO.

c. The State Incentive Manager will submit the certification to military pay branch on a transmittal letter or IAW military pay guidance.

d. Ensure after bonus payment is processed that the SIDPERS database reflects the proper number of bonus payments to date.

3-8. Suspension and reinstatement

a. Suspension from the reenlistment or extension bonus will occur if a soldier enters any of the conditions stated in paragraph 1-18. Unit commanders or their representatives will notify the State Incentive Management Office when a suspension condition occurs.

b. Reinstatement of a reenlistment bonus is not guaranteed. For soldiers who meet the requirements for continued eligibility in paragraph 1-18, process subsequent payments effective on the date the suspension is lifted or on the adjusted anniversary date of satisfactory creditable service.

3-9. Termination without recoupment

Terminate entitlement and eligibility for the Reenlistment Bonus when one of the conditions listed below occurs. Compute the soldier's entitlements and pay to the soldier any amount due per paragraph 3-11. Do not recoup any amounts paid. Provide the termination notice and amount due, if any, using the memorandum at figure 2-1 when the soldier --

- a. Becomes a participant in SMP/ROTC advanced course effective on the date of order to the course.
- b. Receives a ROTC scholarship effective on the college class start date.
- c. Accepts a commission as an Officer or appointment as a Warrant Officer.
- d. Soldiers who are reenlistment/extension bonus recipients and are transferred due to a reorganization, inactivation, or relocation **must become MOSQ** and awarded the MOS as their primary MOS within 24 months of assignment to the new MOS position. If the soldier does not become MOSQ the bonus will be terminated without recoupment. Termination will be effective 24 months after the date of reorganization, inactivation, or relocation.
- e. Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment. If the soldier has served at least 6 months of the incentive contract following the date of bonus payment eligibility, termination will be without recoupment.
- f. Accepts an AGR position on Title 10 or Title 32 effective to the date of entry on AGR status. Soldier must have served at least 6 months of the incentive contract following the date of bonus payment eligibility. If the soldier has served at least six months of the incentive contract following the date of bonus payment eligibility, termination will be without recoupment.

3-10. Termination with recoupment

Terminate entitlement and eligibility for the Reenlistment Bonus when one of the conditions listed below occurs. Compute the soldier's entitlements and recoup from, or pay to, the soldier amounts due per paragraph 3-11. Provide the termination notice and amount due, if any, using the memorandum at figure 2-1 when the soldier:

- a. Becomes an unsatisfactory participant per AR 135-91, chapter 4, as follows:
 - (1) Accumulates nine unexcused absences within a 12-month period effective on the date of the ninth unexcused absence.
 - (2) Fails to attend or complete annual training without the approval of the commander effective on the date on which the soldier fails to report for, or is absent without authority from, annual training.
- b. Voluntarily transfers to a non-bonus unit as of the effective date of transfer.
- c. Fails to extend for the period served in the ING not later than 30 days after return to unit status effective on the date of transfer to the ING.
- d. Exceeds the maximum period for assignment to the ING authorized in paragraph 1-18 effective on the date of transfer to the ING.
- e. Separates from the ARNG and enters active duty in an armed service effective on date of entry on active duty.
- f. Does not become qualified in and awarded as primary the MOS for their position within 24 months after a voluntary transfer into another MOS effective to the date of transfer from the contracted MOS.
- g. Separates from the ARNG for any reason, unless due to death, injury, illness, or other impairment not the result of own misconduct effective on the date of separation.
- h. Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment. Soldier has served **less than six months** of the incentive contract following the date of bonus payment eligibility; termination will be with recoupment.
- i. Accepts an AGR position on Title 10 or Title 32 effective to the date of entry on AGR status. Soldier has served **less than six months** of the incentive contract following the date of bonus payment eligibility; termination will be with recoupment.
- j. A soldier who has been transferred due a reorganization, inactivation, or relocation within the last 12 months and is non-MOSQ may be reenlisted or extended for a bonus. The soldier must be MOSQ and awarded the MOS as the primary MOS within 24 months of assignment to the new MOS position or the bonus will be terminated with recoupment **if payment was made**.

3-11. Settlement of accounts

Calculate reenlistment or extension bonus recoupment or balance due amounts as follows:

- a. Multiply the number of months served satisfactorily during the term for which the incentive was authorized by the proportionate monthly dollar amount (The proportionate monthly dollar amount will be determined by dividing the total authorized reenlistment or extension bonus amount by 36 months for a 3-year bonus or 72 months for a 6-year bonus.).
- b. Subtract that amount from the total bonus paid to the soldier to date (initial plus any later payments).
- c. If the calculation indicates overpayment to the soldier, that amount will be recouped.
- d. If the calculation indicates the soldier has earned more than he or she has been paid to date on the same pro-rata basis, the difference will be paid to the soldier in a final installment.
- e. The Commander, or his representative will issue the termination memorandum at figure 2-1 and provide copies for --
 - (1) The soldier
 - (2) The unit
 - (3) The holder of the MPRJ for inclusion in the MPRJ
 - (4) The State Incentive Manager

Chapter 4

Selected Reserve Incentive Program

Affiliation Bonus

4-1. General

Title 37, United States Code, section 308e, provides that a soldier may be paid a bonus for reserve affiliation when, upon release or discharge from Active Duty, they will have a remaining statutory (MSO). Affiliation for this incentive is in accordance with law.

4-2. Affiliation bonus

a. Soldiers incur a statutory (MSO) under Title 10, USC 651, when they first become members of the U.S. Armed Forces. The anniversary date of the MSO is derived from the date the soldier first enlisted, or was appointed or inducted, in a Regular or Reserve component of the U.S. Armed Forces. For example, a soldier with no previous military service incurs an MSO on the date of enlistment in a delayed entry program (DEP) of the U.S. Armed Forces. Additionally, a soldier with no previous military

service incurs a Military Service Obligation (MSO) on the date of enlistment in a Reserve component. Effective 1 June 1984, an MSO terminates 8 years after the date of enlistment in a Regular component DEP or 8 years after the date of enlistment in a Reserve component.

b. Only a soldier who has satisfactorily completed a term of enlistment or period of obligated active duty service is eligible for an affiliation bonus.

4-3. Eligibility

a. An affiliation bonus may be offered to an enlisted soldier who is currently serving on active duty if the soldier:

- (1) Is within 180 days or less of completing the Active Duty term of service incurred by an enlistment or order and the REFRAD date.
- (2) Is eligible for reenlistment or extension on active duty.

(3) Will have a remaining statutory MSO upon release or discharge from active duty.

b. An affiliation bonus may be offered to an enlisted soldier who has previously served on active duty if the soldier:

(1) Has satisfactorily completed a term of enlistment or a contractual active duty obligation of not less than 2 years.

(2) Has a remaining statutory MSO.

(3) Is currently assigned to the Individual Ready Reserve (IRR) or Standby Reserve.

(4) If a soldier has prior reserve component service (affiliates with another reserve component) after release from active duty prior to joining the Guard, he or she is not eligible to receive or continue to receive the Affiliation Bonus.

c. Soldiers eligible under paragraph (a) or (b) above must also:

(1) Accept assignment to a valid position vacancy. If assigned to a TDA unit the position must not be MOS immaterial.

(2) Be MOS qualified in the duty position to which assigned or MOS qualified in a substitutable MOS as described in AR 611-201. The soldier must have been awarded the required MOS as either a primary (PMOS), secondary (SMOS), or additional (AMOS) MOS. Upon assignment to a unit based on the SMOS or AMOS, the MOS must be awarded as the PMOS per NGR 600-200. Soldiers with prior service in other armed forces may be considered MOSQ by reason of the DoD Occupational Conversion Index (DoDI 1312.1) (Remaining in the same career management

field does not constitute qualification in an MOS).

(3) If a soldier is assigned to a position using the substitution rules per AR 611-201, the affiliation bonus will be paid **when** the soldier **affiliates** with the unit. However, the soldier must complete the required training to become MOS qualified and be awarded the MOS as the primary MOS. The soldier will have 24 months to complete formal training for MOS qualification or the bonus will be terminated without recoupment.

(4) Possess the required grade, or be no more than one grade below the required grade, of the vacancy. This does not apply to soldiers in grade E6 and above.

(5) Not be affiliating for an AGR position.

(6) Not be affiliating for a military technician vacancy.

(7) Soldiers who are separated from an active component, have one of the following Separation Program Designator (SPD) codes on the original DD Form 214, (Separation Authority), and meet the enlistment/reenlistment criteria in NGR 600-200, Chapter 2 are eligible to enlist for the Affiliation Bonus:

KBK, KCA, KCB, KCC, KDM, KCF, MBK, MCA, MCB, MCC, MCF, MDM, JCC, LCC

(8) Execute an Affiliation Bonus Addendum (NGB Form 600-7-4-R-E) at the time of affiliation. A copy of this form is at the end of this regulation for local reproduction on 8 1/2 by 11 inch paper. List NGB Form 600-7-4-R-E as Annex A on the DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States) as part of the enlistment contract at the time of enlistment.

d. If a soldier does not satisfactorily perform training (either a unit training assembly (UTA) or annual training) within 90 days after separation from an active component, the NGB Form 600-7-4-R-E will be void and the soldier will lose entitlement to the Affiliation Bonus. There are no provisions to regain entitlement to this bonus once it is lost.

4-4. Entitlement

Entitlement is computed from the effective date of assignment to the unit.

a. **The unit commander must ensure that soldiers are counseled when they enlist, reenlist, or extend that they will not receive payments immediately under this program. Payments will be processed through personnel and pay**

channels for payment upon verification of all required contractual documentation.

b. Soldiers will be paid at the rate of \$50 per month for each full month of remaining MSO. The total months will not exceed 72 for a total payment of \$3,600.

c. Soldiers with 18 months or less of remaining MSO will be paid the total amount of their bonus **in one single payment**. Payment will be initiated upon the first satisfactory training period with their assigned unit.

d. Soldiers with more than 18 months of remaining MSO will be paid in two installments as follows:

(1) An Initial payment of one half of the total bonus will be processed after the first satisfactory training period with their assigned unit per paragraph 1-16.

(2) The remaining half of the bonus will be paid upon the sixth anniversary date of the soldier's original date of order to active duty or PEBD. Remaining payments may be paid back to back depending upon the remaining MSO and the date of the original order to active duty or PEBD.

(Even though DEP time is considered for MSO, time served in the DEP is specifically precluded from Affiliation Bonus computations. DFAS will pay only on an anniversary date computed from the soldier's date of original order to active duty or PEBD).

4-5. Processing affiliation bonus accessions

a. Affiliation bonus contracts are not valid without a bonus control number. Bonus control numbers will be:

(1) Issued from the State Incentive Management Office to the Transition NCO.

(2) Reported to NGB by State incentive managers on a monthly basis.

b. The State Incentive Manager will verify the following affiliation documents as prescribed by State policy:

(1) Affiliation bonus addendum (NGB Form 600-7-3-R-E) for:

- (a) Bonus control number.
- (b) Correct MOS.
- (c) Correct MSO computation.
- (d) Valid position vacancy.

(2) DD Form 4 for:

(a) Dates on page 1 and 2 (they must match).

(b) Addendum listing on page 1.

(c) Correct years and months of MSO.

(3) DD Form 214 for:

(a) Item 25 (Separation Authority)
(cannot contain chapters reflected in para 4-3c(6)).

(b) MOS on NGB Form 600-7-4-R-E.

c. The State Incentive Manager will, IAW State policy, establish and verify SIDPERS data for accuracy.

4-6. Affiliation bonus payment procedures

a. The State Incentive Manager will establish a bonus pay account by initiating a B03 transaction in coordination with military pay branch.

b. After seven days, query DFAS account to ensure accuracy of account.

c. After a soldier has been loaded as a bonus participant, payment will be made IAW the following:

(1) Issue two copies of the Bonus-1 Report or State Reports as prescribed by State policy to each unit monthly and establish a suspense date for the return of the appropriate document.

(2) Commander must certify eligibility for payment. He/she may delegate this authority to the incentive manager at the discretion of the MILPO.

(3) The State Incentive Manager will submit certification to Military Pay Branch on transmittal letter or IAW military pay guidance.

(4) After bonus payment is processed, the State Incentive Manager will ensure that the SIDPERS database reflects the proper number of bonus payments to date.

4-7. Suspension

There is no provision in law or regulation for suspension of the Affiliation Bonus.

4-8. Reinstatement

There is no provision in law or regulation for reinstatement of the Affiliation Bonus.

4-9. Termination without recoupment

Terminate entitlement and eligibility for the Affiliation Bonus when one of the conditions listed below occurs. Compute the soldier's entitlements and pay to the soldier any amount due per paragraph 4-11. Do not recoup any amounts paid. Provide the termination notice and amount due, if any, using the memorandum at figure 2-1 when the soldier :

a. Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment. If the soldier has served at least 6 months of the incentive contract following the date of bonus payment eligibility, termination will be without recoupment.

b. Accepts an AGR position on Title 10 or Title 32 effective to the date of entry on AGR status. Soldier must have served at least 6 months of the incentive contract following the date of bonus payment eligibility. If the soldier has served at least six months of the incentive contract following the date of bonus payment eligibility, termination will be without recoupment.

4-10. Termination with recoupment

Terminate entitlement and eligibility for the Affiliation Bonus when one of the conditions listed below occurs. Compute the soldier's entitlements and recoup from, or pay to, the soldier amounts due per paragraph 2-10. Provide the termination notice and amount due, if any, using the memorandum at figure 2-1 when the soldier:

a. Becomes an unsatisfactory participant per AR 135-91, chapter 4, as follows:

(1) Accumulates nine unexcused absences within a twelve-month period effective on the date of the ninth unexcused absence.

(2) Fails to attend or complete annual training without the approval of the commander effective on the date on which the soldier fails to report for, or is absent without authority, from annual training.

b. Enters a period of non-availability (ING).

c. Voluntarily moves to an MOS in which they are not qualified.

d. Separates from the ARNG for any reason, unless due to death, injury, illness, or other impairment not the result of own misconduct effective on the date of separation.

e. Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment. Soldier has served less than six months of the incentive contract following the date of bonus payment eligibility; termination will be with recoupment.

f. Accepts an AGR position on Title 10 or Title 32 effective to the date of entry on AGR status. Soldier has served **less than six months** of the incentive contract following the date of bonus payment eligibility; termination will be with recoupment.

g. Becomes a participant in one of the following programs effective on the date of order to the course:

(1) Becomes a participant in the SMP/ROTC advanced course effective on the date of order to the course.

(2) Receives an ROTC scholarship effective on the college class start date

(3) Accepts a commission as an officer or an appointment as a warrant officer.

h. Does not become qualified in and awarded the MOS for his/her position within 24 months of transfer due to unit inactivation, reorganization, or relocation effective the date of transfer.

4-11. Settlement of accounts

Calculate Affiliation Bonus entitlements as follows:

a. Multiply the number of months served satisfactorily during the term for which the incentive was authorized by \$50.

b. Subtract that amount from the total bonus paid to the soldier to date.

c. If the calculation indicates overpayment to the soldier, recoup that amount.

d. If the calculation indicates that the soldier has earned more than he/she has been paid to date on the same pro-rata basis, pay the difference in a final installment.

e. Incentive managers will change a soldier's SIDPERS bonus data to reflect termination using data codes in NGP 25-10.

f. The Unit Commander will issue the termination memorandum at figure 2-1 and provide copies to:

- (1) The soldier
- (2) The unit
- (3) The Incentive Management Office
- (4) The Personnel Services Branch for inclusion in the MPRJ.

Chapter 5 Student Loan Repayment Program

5-1. General

a. This chapter gives guidance for the administration of the Student Loan Repayment Program. Public Law 99-145, section 671(a)(1), and Title 10, U.S. Code, section 16301 authorizes student loan repayment for qualified

Selected Reserve enlisted personnel with loans made, insured, or guaranteed under part B of Title IV of the Higher Education Act of 1965 (20 USC 1071 et seq.) or any loan made under part E of such title (20 USC 1087aa et seq.). Repayment of any such loan shall be made on the basis of each complete year of service performed by the borrower.

b. Student loans may be repaid for any person who performed service as an enlisted member of the Selected Reserve in a reserve component and military specialty specified by the Secretary of Defense. The Secretary may repay a loan only if the person to whom the loan was made performed such service after the loan was made.

c. There is an absolute annual payment limit of \$1,500 per soldier under this program. The portion that may be repaid annually on the total of all qualifying loans is \$500 or 15 percent of the principal (subject to the \$1,500 limit) whichever is greater. Payment will be initiated on the anniversary date of each completed satisfactory year of service per paragraph 1-15.

d. Nothing in this section shall be construed to authorize refunding any repayment of a loan. This includes payment made against the loan by any individual or agency, including the member.

5-2. Eligibility requirements

a. Effective 1 Oct 1998 the Student Loan Repayment Program is offered, for the initial contract period only, to a non-prior service applicant who meets the following requirements:

(1) Enlists for 6X2 or 8X0.

(2) Has an AFQT of 50 or higher.

(3) Have existing loans at the time of their enlistment. Loans established after the date of enlistment are not eligible for SLRP.

(4) Is a secondary school graduate as defined in the consolidated glossary.

(5) **Enlists in a unit identified for SLRP.**

(6) Completes Initial Active Duty for Training and is awarded the contracted MOS as primary.

(7) Is assigned to a valid position vacancy as established in paragraph 1-7a or c.

(8) Is not enlisting for an AGR Title 10 or Title 32 tour nor for a military technician position.

(9) Completes a Student Loan Repayment Addendum (NGB Form 600-7-5-R-E) as part of the enlistment contract at time of enlistment. A copy of this form is at the end of this regulation for local reproduction on 8 1/2 by 11 inch paper. List NGB Form 600-7-5-R-E as Annex S on the

DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States).

b. Effective 1 October 1999, SLRP is offered to Prior Service enlistees. In accordance paragraph 5-2 and current members who have served the last 3 consecutive years in the ARNG, did not receive the SLRP as an enlistment, reenlistment or extension option in the Selected Reserve and have existing loans (loans established after the date of immediate reenlistment/extension are not eligible for SLRP,) may immediately reenlist/extend for a term of service that will provide a contractual obligation of not less than 6 years provided they meet the following criteria:

(1) Current members must meet all of the immediate reenlistment/extension criteria, to include approval of any required waivers in NGR 600-200, chapter 7 at the time of immediate reenlistment or extension.

(2) Immediately re-enlists/extends in a critical skill and unit identified for SLRP.

(3) Is assigned to a valid position vacancy and holds as primary MOS the MOS required for that position.

(4) Is not immediately reenlisting/extending for an AGR Title 10 or Title 32 tour or for a military technician position.

(5) Completes a Student Loan Repayment Addendum (The Current NGB Form 600-7-5-R-E) as part of the reenlistment or extension contract at time of the reenlistment or extension. A copy of this form is at the end of this regulation for local reproduction on 8 1/2 by 11 inch paper.

c. A soldier who is reenlisting or extending for three or more years to participate in the SLRP, when (REWRITE THIS PARAGRAPH)eligible. In this case, the soldier is not required to be within a specified period prior to a current ETS date.

5-3. Eligible loans and entitlement

a. Loans that are eligible for repayment must be guaranteed under Part B of the Higher Education Act of 1965 or under Part E of the Act after 1 October 1975. These loans include:

- (1) Stafford Loans (subsidized).
- (2) Stafford Loans (unsubsidized).
- (3) Federally Insured Student Loans (FISL)
- (4) Perkins Loans (formerly NDSL).
- (5) Auxiliary Loans to Assist Students (ALAS).

(6) Supplemental Loans for Students (SLS).

(7) Consolidated Loan Program (CLP) and (SMART).

(8) William D. Ford Federal Direct Loan Program.

b. Soldiers who gain eligibility for SLRP on or after 1 Jan 94, are not eligible for repayment of Parent Loans for Undergraduate Students (PLUS). Soldiers participating in the SLRP prior to that date are authorized to have PLUS loans repaid (includes new loans signed after 1 Jan 94).

c. The total amount that will be repaid on all loans on behalf of any member under this program will not exceed \$10,000.

d. Loans in default at the time of enlistment, reenlistment, or extension are not eligible for repayment under this program.

e. Loans that fall into default at any time will not be eligible for payment. It is the soldier's responsibility to see that this does not occur.

f. Loans must be one year old or older before payment may be made.

g. Reimbursement will not be made for any payment against the student loan that has been made by the soldier, another individual, or any agency.

h. Payments will not be made without a completed copy of the Annual Loan Repayment Memorandum. See Annex C.

i. Effective 1 October 1995, the Student Loan Repayment Program is only authorized for the initial contracted period of service shown on the DD Form 4 as amended by NGB Form 21.

5-4. Suspension and reinstatement

a. Suspension from the student loan repayment program will occur if a soldier enters any of the conditions stated in paragraph 1-18.

b. Unit commanders or their representatives will notify the Incentive Management Office when a suspension condition occurs.

Reinstatement of the student loan repayment program is not guaranteed. If a soldier meets the requirements in paragraph 1-18 for continued eligibility, subsequent payments will be processed on the adjusted anniversary date of satisfactory creditable service.

5-5. Termination and processing

a. Entitlement and eligibility for the Student Loan Repayment Program will be terminated

when one of the conditions listed below occurs. Do not recoup any amounts paid. Provide the termination notice using the memorandum at figure 2-1 when the soldier:

(1) Becomes an unsatisfactory participant per AR 135-91, chapter 4.

(a). Accumulates nine unexcused absences within a 12-month period effective on the date of the ninth unexcused absence.

(b). Fails to attend or complete annual training without the approval of the Unit commander effective on the date on which the soldier fails to report for, or is absent without authority from, annual training.

(2) Voluntarily transfers out of the unit and skill for which SLRP was awarded effective the date of transfer.

(3) Fails to extend for the period served in the ING within 30 days after return to unit status effective on the date of transfer to the ING.

(4) Exceeds the maximum period for assignment to the ING authorized in paragraph 1-19, effective on the date of transfer to the ING.

(5) Separates from the ARNG and enters active duty in an armed service effective on date of entry on active duty.

(6) Does not become qualified in and awarded the MOS for their position within 24 months after an involuntary transfer into another skill and unit due to reorganization, relocation, or deactivation, effective on the date of transfer from the contracted MOS.

(7) Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment.

(8) Accepts an AGR position on Title 10 or Title 32 effective on the date of entry on AGR status.

(9) Receives the maximum \$10,000 payable under this program.

(10) Separates from the ARNG for any reason.

(11) Reach the end of 6 or 8 years contractual obligation.

(12) Accept a commission as an officer or and appointment warrant officer.

b. The Unit Commander or his representative provides copies of the termination memorandum at Annex A to—

(1) The soldier

(2) The unit

(3) The holder of the MPRJ for inclusion in MPRJ

(4) Military Pay Branch.

c. The State Incentive Manager will ensure changes are made to SIDPERS bonus termination data.

5-6. MEPS / Unit Personnel actions

a. Military Entrance Processing Station (MEPS) Guidance Counselor (Enlistment) and/or Full Time Unit Personnel (Re-enlistment/Extension) Responsibilities:

b. Ensure soldier's promissory note(s) are eligible for repayment under Part B of the Higher Education Act of 1965 or under Part E of the Higher Education Act after 1 October 1975. See paragraph 5-3a for qualifying loans.

c. Contact the State Incentive Manager for an SLRP Control Number and enter the SLRP control number on NGB Form 600-7-5-R-E, SLRP Addendum.

d. [Complete Current Student Loan Repayment Program](#) (SLRP) Addendum, NGB Form 600-7-5-R-E. Ensure service member completes the following items:

(1) Section II - Eligibility

(2) Section III - Entitlements and Payments

(3) Section IV - Suspension

(4) Section V - Termination

(5) Section VI - Statement of

Understanding

(6) Section VII –Authentication

(7) [Section VIII - Certification](#)

e. Forward completed copy of the DD Form 4 or DA Form 4836 as applicable along with the SLRP Addendum and promissory note(s) to the State Incentive Manager (IM).

5-7. Service Member Responsibilities

a. Provide copies of promissory note(s) to MEPS Guidance Counselor [or to unit commander if the soldier is Prior Service](#).

b. Complete Section I of Annual Loan Repayment memorandum (see Annex C) each anniversary year upon receipt from Incentive Manager. Forward to Incentive Manager within thirty (30) days of receipt.

c. Maintain a current mailing address with the government.

d. Maintain loan accounts in good standing. The government will not make payment(s) on defaulted loans.

5-8. Incentive management actions

a. Review for accuracy and eligibility SLRP addendum and promissory note(s) received from

MEPS (enlistment) or full-time unit personnel (re-enlistment/extension).

b. Upon initial receipt of the soldier's promissory note(s), the State Incentive Manager will establish a file for the soldier. The file will contain the following:

- (1) Promissory note(s)
- (2) Copy of DD Form 4 and NGB Form 600-7-5-R-E or DA Form 5261-4-R (as appropriate) or DA Form 4836 and NGB 600-7-5-R-E.
- (3) Copy of Annual Loan Repayment memorandum. See Annex C.
- (4) Calculation sheets. (Calculation sheets produced by [Current NGB Management Program](#) will remain on the [Current NGB Management Program](#) in the soldier's electronic record).

c. A file in the [Current NGB Management Program](#) will be established on each soldier and will contain as a minimum the following information:

- (1) Name
- (2) SSN
- (3) Anniversary Date
- (4) ETS Date
- (5) SLRP Contract Amount
- (6) UIC
- (7) MOS
- (8) Loan Date(s)
- (9) Loan Amount(s)
- (10) Lender(s)
- (11) Date SLRP memorandum forwarded to SM
- (12) Date SLRP memorandum received from SM
- (13) Date SLRP memorandum forwarded to Lender
- (14) Date SLRP memorandum received from Lender
- (15) Payment Process Date

d. Forward Annual Loan Repayment memorandum ninety (90) days prior to Service Member's anniversary date for completion of Sections I and II. Provide service member with self-addressed stamped return envelope to return the memorandum. Suspense to service member will be thirty (30) days.

e. Loans must be at least one year old and not in default.

f. After verification of eligibility, calculate payment. Payment will be 15 percent of the original loan amount or \$500 whichever is greater. However, principal payments will not exceed \$1,500 per year (15% of the \$10,000 maximum loan amount eligible for repayment)..

Disbursement will not exceed indebtedness.

Once payment has been made for the maximum allowable principal, no further payments of any kind will be made.

g. Loans may not be processed for payment prior to the service member's anniversary date.

h. If a loan is not one year old when a soldier completes the satisfactory year of service, the loan must be held until the next anniversary date. On the next anniversary date the loan will be over one year old. Prorate the payment amount for the previous year and add it to the current year payment this does not violate the annual cap because it is a partial year plus one full year. For example, on the second year anniversary date, compute the number of whole months served for the partial year entitlement along with the anniversary entitlement for the second year, not to exceed \$1,500 per anniversary or partial year.

i. Prior to computing the amount to be paid, all anniversary and partial payments must be reviewed to determine the correct Fiscal year for the entitlement. Payments will be charged to the Fiscal Year in which payment is actually due.

Example: Soldier submits SLRP payment memorandum in Fiscal Year 1999 for a payment that is due in Fiscal Year 1998, payment will be charged to Fiscal Year 1998.

j. If terminated, for other than unsatisfactory participation, before their next anniversary, and all above qualifications have been met, soldiers are entitled to the anniversary year partial entitlement.

k. Prior to 1 October 1998: A lender or note holder may consolidate all previous loans into a new note each time a soldier obtains a new loan to cover the current year's expenses or when the note is sold to a new lender. However, when the soldier reaches the anniversary date and the loan is still not at least 12 months old, disbursement will be made based on that portion of the consolidated loan (the original principal) which is 12 months old when the soldier reaches his/her anniversary date in the Selected Reserve.

l. Effective 1 October 1998, the Incentive Manager must ensure that only those loans that were in existence at the time of enlistment are processed for payment even if the loans are consolidated.

m. Do not process the Annual Loan Repayment memorandum if the memorandum is dated more than ninety (90) days prior to a soldier's entitlement date. The incentive manager will require that a new memorandum be executed.

n. In section III of the Annual Loan Repayment memorandum, the status of the loan must be verified. If the loan is in default, the loan is not eligible for payment.

o. Forward SLRP request for payment to the Military Pay Branch on a transmittal letter.

p. Notify service member in writing when payment has been made. Annex D-3 of NGR 600-7 is an example of a notification letter.

q. Upon discharge of a soldier with SLRP, add the SLRP file to the State archive file.

r. Upon transfer of a soldier with SLRP to the USAR, forward the soldier's SLRP file with the MPRJ.

Chapter 6

Selected Reserve Incentive Program - Civilian Acquired Skill Bonus

6-1. General

a. This chapter establishes policy for the administration of the enlistment for Civilian Acquired Skills (CASP) Bonus. In conjunction with NGB Policy Guidance, enlistment for this incentive is authorized as prescribed by law.

b. Non-Prior service: Title 37, United States Code, Section 308c, provides that an enlistment bonus may be given to an individual who enlists for a term of not less than 8 years (of which 6 years must be in the Selected Reserve), is a secondary school graduate, and has never previously served in an armed force.

6-2. Civilian Acquired Skills Bonus

a. This incentive offers a bonus to an eligible Non-prior service enlistee who enlists in a civilian acquired skill authorized by CNGB.

b. The civilian acquired skill bonus is payable per current NGB Guidance.

6-3. Eligibility

A bonus, as prescribed by paragraph 6-2, is offered, subject to entitlement conditions of paragraph 6-4, to a person meeting all of the following requirements at the time of enlistment:

a. Non-prior service must contract for an 8-year term of service, of which 6 years must be served in the ARNG. The soldier may serve the remaining portion of the MSO in the IRR or ING.

b. Must meet eligibility criteria of enlistment IAW governing ARNG regulations.

c. Enlists for assignment to a position vacancy as established in paragraphs 1-8.

d. Meets the educational requirements of a secondary school graduate as defined in the glossary.

e. Has an Armed Forces Qualification Test (AFQT) score of 31 or higher.

f. Is not enlisting to qualify for a military technician position (includes temporary technician over 179 days and indefinite technician) where membership in the ARNG is a condition of employment.

g. Is not enlisting for voluntary assignment to an AGR Title 10 or Title 32 tour.

h. Provides certified documentation that meets the requirements of NGR 600-200, chapter 3.

i. Completes an Army National Guard Enlistment Bonus Addendum (NGB Form 600-7-1-R-E) as part of the enlistment contract at the time of enlistment. A copy of these forms is at the end of this regulation and will be locally reproduced on 8 1/2 by 11 inch paper.

6-4. Entitlement

a. An initial enlistment CASP Bonus payment will be processed when the soldier has:

(1) Met the requirements of a secondary school graduate.

(2) Completed IADT (NPS).

(3) Qualified for and been awarded an MOS.

b. Soldiers awaiting security clearances may be paid their initial payment prior to receipt of clearance if a favorable ENTNAC has been received.

c. Subsequent payments will be processed if the soldier remains:

(1) Qualified in and awarded the contract MOS.

(2) In a valid position for the contracted MOS

(3) A satisfactory participant

6-5. Processing CASP bonus

a. CASP bonus contracts are not valid without a bonus control number. Bonus control numbers will be:

(1) Issued from the State incentive office to MEPS counselors.

(2) Reported by State incentive managers to NGB on a monthly basis.

b. The incentive management office will verify the accession packet IAW State policy for:

(1) Bonus control numbers.

(2) Accuracy of enlistment documents.

- (a) Enlistment contract (DD Form, 4 series).
- (b) Enlistment bonus agreement addendum (NGB Form 600-7-1-R-E)
- (3) Critical skill for CASP IAW NGB Policy Guidance
- (4) Valid position vacancy
- (5) Required educational level.
- c. The incentive manager will establish and verify SIDPERS data for accuracy.

6-6. CASP bonus payment procedures

Establish a bonus pay account by initiating a B03 transaction in coordination with Military Pay Branch. After verification that a soldier has been loaded as a bonus participant, payment will be made IAW the following:

- a. The State Incentive Manager will issue two copies of the Bonus-1 Report or State Reports as prescribed by State policy to each unit monthly and establish a suspense date for the return of the appropriate document.
- b. The unit commander will certify eligibility for payment. The commander's certification may be delegated to the State incentive manager at the discretion of the MILPO.
- c. State Incentive Manager will submit certification to military pay branch on a transmittal letter or IAW military pay guidance.
- d. Ensure after a bonus payment is processed that the SIDPERS database reflects the proper number of bonus payments to date.

6-7. Suspension and reinstatement

- a. Suspension from the CASP bonus will occur if a soldier enters any of the conditions stated in paragraph 1-18. Unit commanders or their representatives will notify the Incentive Management Office when a suspension condition occurs.
- b. Reinstatement of a bonus is not guaranteed. Provided that a soldier meets the requirements in paragraph 1-19 for continued eligibility, subsequent payments will be processed effective on the date the suspension is lifted or the adjusted anniversary date of satisfactory creditable service.

6-8. Termination without recoupment

Terminate entitlement and eligibility for the CASP Bonus effective the date one of the conditions below occurs--

a. Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment. If the soldier has served at least 6 months of the incentive contract following the date of bonus payment eligibility, termination will be without recoupment.

b. Accepts an AGR position on Title 10 or Title 32 effective to the date of entry on AGR status. Soldier must have served at least 6 months of the incentive contract following the date of bonus payment eligibility. If the soldier has served at least six months of the incentive contract following the date of bonus payment eligibility, termination will be without recoupment.

- c. Becomes a participant in the SMP/ROTC advanced course.
- d. Receives an ROTC scholarship.
- e. Completes one of the following programs--
 - (1) Officer Candidate School.
 - (2) Warrant Officer Candidate School.
- f. Once a soldier had met a termination rule, reinstatement of eligibility or entitlement is not authorized.

6-9. Termination with recoupment

Terminate entitlement and eligibility for the CASP Bonus effective the date one of the conditions below occurs--

- a. Becomes an unsatisfactory participant per AR 135-91, chapter 4, as follows:
 - (1) Accumulates nine unexcused absences within a 12-month period.
 - (2) Fails to attend or complete annual training without the approval of the commander.
- b. Voluntarily transfers to a non-CASP MOS.
- c. Fails to extend for the period served in the ING within 30 days after return to unit status effective no the date of transfer to the ING.
- d. Exceeds the maximum period for assignment to the ING authorized in paragraph 1-18b.
- e. Is not placed in a vacant position for their MOS within 24 months of transfer due to unit inactivation, reorganization, or relocation effective the date of transfer.
- f. Separates from the ARNG for any reason, unless due to death, injury, illness, or other impairment not the result of own misconduct effective on the date of separation.

g. Once a soldier had met a termination rule, reinstatement of eligibility or entitlement is not authorized.

h. Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment. Soldier has served **less than six months** of the incentive contract following the date of bonus payment eligibility; termination will be with recoupment.

f. Accepts an AGR position on Title 10 or Title 32 effective to the date of entry on AGR status. Soldier has served **less than six months** of the incentive contract following the date of bonus payment eligibility; termination will be with recoupment.

6-10. Settlement of accounts

Calculate CASP bonus recoupment or balance due amounts as follows:

- a. Multiply the number of whole months served satisfactorily during the term for which the incentive was authorized by the proportionate monthly dollar amount (The proportionate monthly dollar amount will be determined by dividing the total authorized CASP bonus amount by 72 months.).
- b. Subtract that amount from the total bonus paid to date (initial plus any later payments).
- c. If the calculation indicates overpayment to the soldier, that amount will be recouped.
- d. If the calculation indicates the soldier has earned more than he/she has been paid to date on the same pro-rata basis, the difference will be paid to the soldier in a final installment.
- e. The commander or representative will terminate a soldier's bonus eligibility.
- f. The termination memorandum at Annex A will be provided as follows:
 - (1) A copy to the soldier
 - (2) A copy to the unit
 - (3) Retain a copy in the incentive management office.
 - (4) The holder of the MPRJ for inclusion in MPRJ
 - (5) The State Incentive Manager

g. Incentive managers will change the soldier's SIDPERS bonus data to reflect termination per data codes in NGP(AR)25-10.

Chapter 7 Selected Reserve Incentive Program-Prior Service Enlistment Bonus

7-1. General

Title 37, United States Code, Section 308i, provides that a former enlisted member of an Armed Force who has completed his or her Military Service Obligation (MSO) and has less than 14 years of total military service may enlist in a designated skill and unit for three or six years and be paid a bonus. Enlistment for this incentive is in accordance with the Law.

7-2. Prior Service Enlistment Bonus

Prior enlisted members of an Armed Force may be eligible for:

- a. A prior service enlistment bonus of \$2,500 for a 3-year enlistment.
- b. A prior service enlistment bonus of \$2,000 for a 2nd 3-year reenlistment or extension upon completion of an initial 3-year prior service enlistment bonus contract. The bonus contracts must be consecutive and the soldier must have less than 14 years total military service. Upon completion of the first three-year prior service enlistment bonus of \$2,500, the soldier may not be offered the first three-year reenlistment/extension bonus for \$2,500. The bonuses must be offered in accordance with the law pertaining to those bonuses.
- c. A bonus of \$5,000 for a 6-year enlistment.

7-3. Eligibility

An enlistment bonus as described in paragraph 7-2 may be awarded to prior members of an Armed Force who--

- a. Have completed their MSO.
- b. Have less than 14 years of total military service.
- c. Have never received a bonus for enlistment, reenlistment, or extension of an enlistment in a reserve component.
- d. Have received an Honorable discharge at the conclusion of their military service.
- e. Are qualified in and awarded the MOS for their position in a valid position
- f. If a prior member of a reserve component they must have a 12-month break in service to be eligible for the prior service enlistment bonus.
- g. The prior service enlistment bonus may be offered to soldiers enlisting directly from active duty upon ETS who have no remaining MSO providing all other eligibility criteria is met and

enlistment in a reserve component is not a condition of the soldier's release from active duty.

h. Are not re-enlisting for a military technician position (includes temporary technician over 179 days and indefinite technician).

i. Are not re-enlisting for an AGR Title 10 or Title 32 position.

j. Complete a Prior Service Enlistment Bonus Addendum (NGB Form 600-7-6-R-E) at the time of enlistment. A copy of this form is at the end of this regulation for reproduction on 8 1/2 by 11 inch paper. List NGB Form 600-7-6-R-E as Annex X on the DD Form 4 for a prior service enlistment.

7-4. Entitlement

a. Entitlement to a bonus for a prior service enlistment begins on the date of the oath of enlistment. Payment will be made as follows, per paragraph 1-15:

b. The unit commander must ensure that soldiers are counseled when they enlist, reenlist, or extend that they will not receive payments immediately under this program. Payments will be processed through personnel and pay channels for payment upon verification of all required contractual documentation.

(1) A 3-year enlistment entitles a soldier to a total bonus of \$2,500 — with an initial \$1,250 payment processed on the day of enlistment with a subsequent payment of \$1,250 on the anniversary date of the 3rd year of service (ETS).

(2) The second 3-year prior service enlistment bonus entitles a soldier to \$2,000. An initial \$1,000 payment processed on the day of immediate reenlistment or the first day of the extended period of service and a subsequent payment of \$1,000 on the anniversary date of the 3rd year of service.

c. The 6-year prior service enlistment bonus entitles a soldier to \$5,000 with an initial \$2,500 payment processed on the day of enlistment and a subsequent payment of \$2,500 on the anniversary date of the 4th year of service.

d. Soldiers must remain qualified in and awarded as primary the MOS for their position for continued entitlement.

7-5. Processing prior service enlistment bonus accessions

a. Prior service enlistment bonus contracts are not valid without a bonus control number. Bonus control numbers will be--

(1) Issued from the State incentive office to the retention NCO.

(2) Reported by State incentive managers to NGB on a monthly basis.

b. The State Incentive Manager will verify the enlistment as prescribed by State policy for:

(1) Bonus control numbers.

(2) Accuracy of enlistment or extension documents (for the 2nd 3-year prior service bonus):

(a) Enlistment Document Armed Forces of the United States - DD Form 4

(b) Oath of Extension of Enlistment or Reenlistment - DA Form 4836

(c) Prior Service Enlistment Bonus Addendum - NGB Form 600-7-3 R-E

(3) Valid position vacancy

(4) Authorized term of service (3 or 6 years).

c. The State Incentive Manager will, IAW State policy, establish and verify SIDPERS data for accuracy.

7-6. Prior Service Enlistment Bonus payment procedures

Establish a bonus pay account by initiating a B03 transaction in coordination with military pay branch.

After seven days, query DFAS account to ensure accuracy of pay account. After a soldier has been loaded as a bonus participant, DFAS will pay the soldier per the following--

a. The State Incentive Manager will issue two copies of the Bonus-1 Report or State Reports as prescribed by State policy to each unit monthly and establish a suspense date for the return of the appropriate document.

b. Unit commanders must certify eligibility for payment. Commanders may delegate authority to certify to the State Incentive Manager at the discretion of the MILPO.

c. The State Incentive Manager will submit the certification to military pay branch on a transmittal letter or IAW military pay guidance.

d. Ensure after bonus payment is processed that the SIDPERS database reflects the proper number of bonus payments to date.

7-7. Suspension and reinstatement

a. Suspension from the prior service enlistment bonus will occur if a soldier enters any of the conditions stated in paragraph 1-17. Unit commanders or their representatives will notify the State Incentive Management Office when a suspension condition occurs.

b. Reinstatement of a bonus is not guaranteed. For soldiers who meet the requirements for continued eligibility in paragraph 1-19, process subsequent payments effective on the date the suspension is lifted or on the adjusted anniversary date of satisfactory creditable service.

7-9. Termination without recoupment

Terminate entitlement and eligibility for the Prior Service Enlistment Bonus when one of the conditions listed below occurs. Compute the soldier's entitlements and pay to the soldier any amount due per paragraph 7-10. Do not recoup any amounts paid. Provide the termination notice and amount due, if any, using the memorandum at figure 2-1 when the soldier --

a. Becomes a participant in SMP/ROTC advanced course effective on the date of order to the course.

b. Receives an ROTC scholarship effective on the college class start date.

c. Accepts a commission as an Officer or appointment as a Warrant Officer.

d. Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment. If the soldier has served at least 6 months of the incentive contract following the date of bonus payment eligibility, termination will be without recoupment.

e. Accepts an AGR position on Title 10 or Title 32 effective to the date of entry on AGR status. Soldier must have served at least 6 months of the incentive contract following the date of bonus payment eligibility. If the soldier has served at least six months of the incentive contract following the date of bonus payment eligibility, termination will be without recoupment.

7-8. Termination with recoupment

Terminate entitlement and eligibility for the Prior Service Enlistment Bonus when one of the

conditions listed below occurs. Compute the soldier's entitlements and recoup from, or pay to, the soldier amounts due per paragraph 7-10. Provide the termination notice and amount due, if any, using the memorandum at figure 2-1 when the soldier:

a. Becomes an unsatisfactory participant per AR 135-91, Chapter 4, as follows:

(1) Accumulates nine unexcused absences within a 12-month period effective on the date of the ninth unexcused absence.

(2) Fails to attend or complete annual training without the approval of the commander effective on the date on which the soldier fails to report for, or is absent without authority from, annual training.

b. Fails to extend for the period served in the ING not later than 30 days after return to unit status effective on the date of transfer to the ING.

c. Exceeds the maximum period for assignment to the ING authorized in paragraph 1-18b effective on the date of transfer to the ING.

d. Separates from the ARNG and enters active duty in an armed service effective on date of entry on active duty.

e. Does not become qualified in and awarded as primary the MOS for his/her position within 24 months after a voluntary transfer into another MOS effective to the date of transfer from the contracted MOS.

f. Separates from the ARNG for any reason, unless due to death, injury, illness, or other impairment not the result of own misconduct effective on the date of separation.

g. Soldier accepts a position as a military technician (includes temporary technician over 179 days and indefinite technician) where membership is a condition of employment effective on the date of employment. Soldier has served **less than six months** of the incentive contract following the date of bonus payment eligibility; termination will be with recoupment.

h. Accepts an AGR position on Title 10 or Title 32 effective to the date of entry on AGR status. Soldier has served **less than six months** of the incentive contract following the date of bonus payment eligibility; termination will be with recoupment.

7-10. Settlement of accounts

Calculate enlistment bonus recoupment or balance due amounts as follows:

a. Multiply the number of months served satisfactorily during the term for which the incentive was authorized by the proportionate monthly dollar amount (The proportionate monthly dollar amount will be determined by dividing the total authorized enlistment bonus amount by 36 months for a 3-year bonus or 72 months for a 6-year bonus.).

b. Subtract that amount from the total bonus paid to the soldier to date (initial plus any later payments).

c. If the calculation indicates overpayment to the soldier, that amount will be recouped.

d. If the calculation indicates the soldier has earned more than he or she has been paid to date on the same pro-rata basis, the difference will be paid to the soldier in a final installment.

e. The Commander, or his representative, will issue the termination memorandum at figure 2-1 and provide copies for --

- (1) The soldier
- (2) The unit
- (3) The holder of the MPRJ for inclusion in the MPRJ
- (4) The State Incentive Manager

Headquarters
Department of the Army
Arlington, VA 22202-3231
18 December 2001

National Guard Regulation (NGR 600-7)

This regulation contains all current changes and is for review prior to sending for publication

"LETTERHEAD"

OFFICE SYMBOL
(DATE)

MEMORANDUM FOR (RANK, NAME & SSN)

SUBJECT: Termination of Incentives

1. You are hereby notified that you have been terminated from _____ (EB, RB, AB, CB, SLRP) participation effective _____ due to the following reason or reasons:

- _____ a. Unsatisfactory Participation - Recoupment required
Nine unexcused absences or failure to attend or complete annual training
- _____ b. Exceeded time in ING - Recoupment required
- _____ c. Failed to extend within 30 days after return from ING - Recoupment required
- _____ d. Transfer out of critical skill or bonus unit - Recoupment required
- _____ e. Entrance on SMP - ROTC - OCS - WOCS - No Recoupment required
- _____ f. Did not become MOSQ within 24 months - Recoupment - no recoupment required
- _____ g. Accepted a Technician Position - Recoupment - no recoupment required
- _____ h. Accepted AGR Position - Recoupment - no recoupment required
- _____ i. Separation to Active Duty - Recoupment required
- _____ j. Failed to Meet Educational Requirements
- _____ k. Other Reason - Recoupment - no recoupment required

2. If recoupment is required, the amount you owe is approximately _____. You have the option to make a lump sum payment or you may set up installment payments to be taken out of your drill check through military pay.

3. If you have any questions, contact your unit administrator at (PHONE NUMBER).

AUTHORIZED SIGNATURE

CF:
Unit
MPRJ
Incentive Management Office

Headquarters
Department of the Army
Arlington, VA 22202-3231
18 December 2001

National Guard Regulation (NGR 600-7)

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LETTERHEAD

(OFFICE SYMBOL)
(DATE)

MEMORANDUM FOR (RANK, NAME & SSN)

SUBJECT: Student Loan Anniversary Payment

1. You are within 90 days of your anniversary date. Please be advised that you must report to your unit to complete a Memorandum for the Loan Holder. Please bring copies of your promissory notes with you if you have not already submitted them.
2. If you do not meet this requirement, you may put your loan(s) and your financial status in jeopardy. Remember, the Army National Guard will not pay on defaulted loans.
3. When you report, contact your unit clerk or readiness NCO. They will issue you a Memorandum for each loan that you have. They will assist you in completing the Memorandum.
4. If you have any questions, contact your unit as soon as possible.

AUTHORIZED SIGNATURE

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Department of the Army
Arlington, VA 22202-3231
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Loan Agency
Anywhere, USA

Dear Sir:

John Doe, 123-45-6789, is eligible to participate in the Army National Guard's Student Loan Repayment Program, which will repay a portion of any loan made, insured or guaranteed under Parts B or E of the Higher Education Act of 1965 if secured after October 1, 1975. For each year of satisfactory service, the Army National Guard will repay 15% or \$500, whichever is greater, of the original amount borrowed. All payments are made directly to the lending institution.

A Memorandum for the Service and Loan Holder is attached for each loan held by your institution. If there are more loans than the number of forms which are attached, please feel free to copy the form in order to supply us with information on all loans at your institution. Please complete the Loan Holder Certification and return to the address indicated at the bottom of the Memorandum. It is important that Certification information is completed and signed by a bank official and copies of the supporting promissory notes be attached.

We would ask that you complete these forms as soon as possible. Payment cannot be made until these forms are received by the State Incentive Manager. If you need assistance or have any questions concerning our program, please contact the State Incentive Manager at .

Thank you for your cooperation in this matter.

Authorized Representative

Enclosures

Annex D Sample of request for loan status confirmation

	Loan amount	Principal payment	Total payment
Loan A	\$1-\$500	Total principal	
Loan B	\$500-\$3335	\$500	
Loan C	\$3335-\$10,000	15%	
Loan D	\$10,000	15%	

Loan A	\$300	x 15%=\$45	payment = \$300
Loan B	<u>\$199</u>	<u>x 15%=\$30</u>	payment = <u>\$199</u>
Total (A&B)	\$499	x 15%=\$85	\$499

Loan A	\$1,500x15%=\$225	(45% of \$3,325)	payment = \$225
Loan B	<u>\$1,825x15%=\$273</u>	(55% of \$3,325)	payment = <u>\$275</u>
Total	\$3,325x15%=\$498		\$500

Loan A	$\$2,250 \times 15\% = \337.50	payment = \$337.50
Loan B	$\$1,700 \times 15\% = \255.00	payment = \$255.00
Loan C	<u>$\\$1,920 \times 15\% = \\288.00</u>	payment = <u>\$288.00</u>
Total	<u>$\\$5,870 \times 15\% = \\880.50</u>	<u>\$880.50</u>

Loan A \$ 3,500x15%=\$ 525.00 (21% of \$1,500 maximum) payment =\$ 315.00

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Loan B	\$ 4,850x15%=\$ 727.50	(29% of \$1,500 maximum)	payment =\$ 435.00
Loan C	<u>\$ 8,200x15%=\$1,230.00</u>	(50% of \$1,500 maximum)	payment =\$ 750.00

Annex E-1 Sample of loan repayment calculations

Prorated loan calculations

Current year amount \$500.
Prorated months = 8
 $\$500/12 = \$41.66 \times 8 = \$333.33$
 $\$500.00 + \$333.33 = \$833.33$
Total Amount of Payment = \$833.33

Current year amount \$4,450.00 x .15 = \$682.50
Prorated months = 8
\$682.50/12 = \$56.88 x 8 = \$455.04
\$682.50 + 455.04 = \$1,137.54
Total Amount of Payment = \$1,137.54

Total amount of all loans \$2,675.00
Current year amount #1 = \$270.00 (54% of \$500)
Current year amount #2 = \$230.00 (46% of \$500)
Prorated months for loan #2 = 4 (Jun91-Oct91)
 $\$230.00/12 = \$19.17 \times 4 = \$76.68$

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Prorated amount for #2 = 76.68

#2 loan payment \$230.00 + 76.68 = \$306.68

Total Amount of Payment = (#1) \$270.00 + (#2) 306.68 = \$576.68

Annex E-2 Sample of loan repayment calculations

Case # 4			Enlistment Date:1 Oct 90
Anniversary Date	Loan Date/Amount	Payment Amount	
1 Oct 91	#1 Feb 90/\$4,750	\$712.50	
	#2 Jun 91/\$3,100	0	
1 Oct 92	#1	\$712.50	
	#2	<u>\$620.00</u>	
Total payment for 1 Oct 92		\$1,332.50	

Total amount of all loans \$7,850.00 (15% = \$1,177.50)

Current year amount #1 = \$712.50 (61% of \$1,177.50)

Current year amount #2 = \$465.00 (39% of \$1,177.50)

Prorated months for loan #2 = 4 (Jun91-Oct91)

\$465.00/12 = \$38.75 x 4 = \$155.00

Prorated amount for #2 = \$155.00

#2 loan payment \$465.00 + 155.00 = \$620.00

Total Amount of Payment = (#1) \$712.50 + (#2) \$620.00 = \$1,332.50 total for both loans

Case # 5			Enlistment Date:1 Oct 90
Anniversary Date	Loan Date/Amount	Payment Amount	
1 Oct 91	#1 Feb 90/\$4,750	\$712.50	
	#2 Jun 91/\$3,100		
1 Oct 92	#1	\$712.50	
	#2	\$620.00	
	#3 Jun 92/\$4,000	<u></u>	
Total payment 1 Oct 92		\$1,332.50	
1 Oct 93	#1	\$600.00	
	#2	\$390.00	
	#3	<u>\$680.00</u>	
Total payment 1 Oct 93		\$1,670.00	

Total amount of all loans \$11,850.00 (15% = \$1,777.50/maximum allowable \$1,500.00)

Current year amount #1 = \$600.00 (40% of \$1,500)

Current year amount #2 = \$390.00 (26% of \$1,500)

Current year amount #3 = \$510.00 (34% of \$1,500)

Prorated months for loan #3 = 4 (Jun92-Oct93)

\$510.00/12 = \$42.50 x 4 = \$170.00

Prorated amount for #3 = \$170.00

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Total Amount of Payment = (#1) \$600.00 + (#2) \$390.00 + (#3) \$680.00 (current year and prorated amount) = \$1,670.00

Annex E-3 Sample of loan repayment calculations

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR (RANK, NAME & SSN)

SUBJECT: PAYMENT NOTIFICATION

1. This office has received notification that a payment was made to your lending institution(s) for the following loans and in the following amounts for the period 1994-1995:

LENDER	AMOUNT
Government Loan	\$1600.00
Total Amount Paid	\$

2. Please be advised that this total amount is taxable income and will be reported to you on a W2 Form at the end of the tax year.

3. If you wish for the lump sum payment to be applied to your future installments as they come due, you will have to contact your lender. This is not automatically done by your lender, you must request that they do so, in writing. You will find a letter requesting disbursement of payment to future installments attached.

4. If you should encounter any problems connected with this payment, please do not hesitate to call me at.

INCENTIVE MANAGER

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Department of the Army
Arlington, VA 22202-3231
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Annex F Request For Student Loan Payment Be Made To Future Installment

JOHN DOE
123-45-6789
ANYWHERE, USA

LOAN AGENCY
ANYWHERE, USA

DEAR SIR:

Pursuant to the provisions found in The Federal Register, Volume 51, Number 217 dated November 10, 1986, Section 682.209, "The borrower may prepay the whole... without penalty. Unless the borrower requests that the lender credit the prepayment to future installments, the lender shall credit the entire payment to unpaid principal."

With this correspondence, I am requesting that the lump sum distribution made by the National Guard on my behalf be applied to future installments as they become due, and that I be relieved of that responsibility until such time that the distributions are depleted.

Thank you for your time and assistance in this matter.

Sincerely,

John Doe

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Annex F Sample request for student loan payment be made to future installments

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National Guard Regulation (NGR 600-7)

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Section I

Abbreviations

ABCMR

Army Board for Correction of Military Records

AFQT

Armed Forces Qualification Test

AGR

Active Guard Reserve

APFT

Army Physical Fitness Test

AR

Army Regulation

CNGB

Chief, National Guard Bureau

DA

Department of the Army

DD

Department of Defense

DEP

Delayed Entry Program

DFAS

Defense Finance and Accounting Service

DJMS

Defense Joint Military System

DMOS

duty military occupational specialty

DMOSQ

duty military occupational specialty qualification

DOD

Department of Defense

ENTNAC

Entrance National Agency Check

ETS

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National Guard Regulation (NGR 600-7)

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expiration term of service

GED

General Education Development

GNPS

glossary non-prior service

IADT

initial active duty for training

ING

Inactive National Guard

IRR

Individual Ready Reserve

MEPS

Military Entrance Processing Station

MPMO

Military Personnel Management Officer

MOS

military occupational specialty

MPRJ

Military Personnel Records Jacket

MSO

military service obligation

MTOE

modification table of organization and equipment

NCO

noncommissioned officer

NGB

National Guard Bureau

NGB-ARP-PP

National Guard Bureau

Military Personnel Division

Personnel Programs Branch

NGR (AR)

National Guard Regulation (Army)

NPS

non-prior service

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NGP

National Guard Pamphlet

OCS

Officer Candidate School

PEBD

pay entry basic date

PERSCOM

U.S. Total Army Personnel Command

PS

prior service

RC

Reserve components

ROTC

Reserve Officers' Training Corps

SIDPERS

Standard Installation/Division Personnel System

SLRP

Student Loan Repayment Program

SMP

Simultaneous Membership Program

SRIP

Selected Reserve Incentive Program

TOE

table of organization and equipment

USAR

United States Army Reserve

USC

United States Code

WOC

Warrant Officer Candidate

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Section II

Terms

Bonus unit

A unit which has been designated by the Chief, National Guard Bureau, as being a high priority unit for the purposes of mobilization and fulfillment of "America's Army" mission.

Creditable service

Service performed for pay and allowances. This includes active duty and inactive duty for training. It does not include Inactive National Guard service.

Critical skill

A skill which has been designated by the Chief, National Guard Bureau, as being under the wartime required strength for mission accomplishment.

Delayed entry program (DEP)

A program utilized by the active forces for the holding of individuals until they enlist in an active component.

Contractual obligation Question this

A period of military service for which a soldier enters into a voluntary contract on DD Form 4 or DA Form 4836.

a. A soldier who has completed the statutory military service obligation and is serving a term of service by executing a contract.

b. A soldier who has a statutory military service obligation and has reenlisted after completing the initial active service portion of a statutory obligation. Example: 4x4 enlistment soldier performs 4 years active service and 4 years inactive. Soldier contracts for an additional 4 years. This is a contractual obligation.

Glossary non-prior service (GNPS)

A soldier who at the time of enlistment had 1 or more days of creditable service for pay and allowances. These individuals are not authorized a bonus. DEP soldiers are not considered glossary non-prior service.

Technician

An individual who must maintain military status in order to continue in technician status

Position vacancy

A position authorized by paragraph and line number of a TOE or MTOE which is unoccupied or will be unoccupied within 90 days.

Satisfactory service

A soldier who completes a term of service by avoiding adverse actions and fulfills contractual obligations is considered to have satisfactory service.

Secondary school graduate

a. High school diploma graduate.

(1) An individual who was issued a diploma and has attended and completed a 12-year or grade day program of instruction. The diploma must be issued from the school where the individual completed all the program requirements. The following are included in the high school diploma category.

(a) An individual who is *attending high school in the senior year*, is entering the senior year, or has achieved senior status and at the time of enlistment presents the documentation that he or she has met all requirements to graduate. Documentation will be one of the following.

1. A certificate of graduation.

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2. An official school transcript.
 3. A statement of completion from an appropriate school official.
 4. A letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.
 5. A statement from an appropriate school official that the applicant is expected to graduate.
- (b) An individual who is *attending high school in the senior year*, enlisting for the Alternate (SPLIT) Training Program and scheduled to enter the first phase of initial active duty for training (IADT) within 270 days of enlistment. The applicant must submit proof of graduation (see (a) above), before entering on IADT.
- (c) An individual who is *attending high school in the junior year*, enlisting for the Alternate (SPLIT) Training Program and scheduled to enter the first phase of IADT within 180 days of enlistment. The applicant must have received a high school diploma, or submit proof of graduation (see (a) above), before entering the second phase of IADT. The bonus or SLRP addendum to the enlistment contract are void if the soldier enters the second phase of IADT without proof of graduation.
- b. Adult education diploma graduate (ADUL). An individual who was issued a secondary school diploma awarded on the basis of attending and completing an adult education or "external" diploma program, regardless of whether the diploma was issued by a state or by a secondary or post-secondary educational institution.
- c. Alternate credential holder is an individual who was issued-
- (1) A diploma or certificate or general education development (GED) or other test-based high school equivalency diploma. This includes statewide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma.
 - (2) A diploma or certificate typically awarded by a State, based upon certification by a parent or guardian that an individual completed his or her secondary school education at home.
- d. High school diploma graduate via college credits. An individual who has attended a college or university and successfully completed at least 12 semester hours or 22 quarter hours of college level credit. Credits will only be accepted from schools which are accredited by the Council of Post-secondary Education.
- e. Graduate of a certified youth challenge program per annual enlistment criteria

Statutory military service obligation

Effective 1 June 1984, an 8 year military service obligation was incurred upon initial enlistment into the armed forces by reason of law. A statutory obligation may only be terminated before 8 years by reason of "discharge" from an armed force and the reserve of the armed force.